



District of Columbia Army National Guard

Technician Announcement

Announcement Number: 05-722



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED BY: N/A	OPENING DATE: 2 March 2005	CLOSING DATE: OUF
	Position Title, Series, Grade, Salary Range Human Resources Assistant (Mil) 70535000 GS-0203-06 - \$31,903 - \$41,474 Selectee will be assigned to a compatible military position.	
	Military Duty Assignment: 42, 92	
Position Location: 275 th MP CO, DCARNG Washington, DC 20003-1719	Appointment Status <input checked="" type="checkbox"/> Excepted <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Competitive	
AREA OF CONSIDERATION: TECHNICIAN: Group III (Individuals who possess the necessary qualifications for military membership in the DCARNG) Permanent Change of Station: Relocation expenses will not be paid to Technician		
Special Remarks: http://dcng.ngb.army.mil/ “TEMPORARY INDEFINITE – MAY LEAD TO PERMANENT”		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, MOS/SSI and military grade. All submitted documents must be current. No binders please. <u>TECHNICIAN REQUIRED DOCUMENTS:</u> 1.) OF612 or SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SMSgt Rebecca Towns, 202-685-9779 or DSN 325-9779.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, and resume). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Army National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Human Resources Assistant (Mil)

Brief Description of Duties:

Incumbent is responsible for military personnel and administrative work for the unit. Advises supervisor of administrative eligibility requirements for personnel applying for training courses. Provides regulatory information and completes documentation required for actions such as fraudulent enlistment, involuntary order to active duty, conviction of military personnel by civilian authority, State Military Code violations, etc.) Initiates and/or completes personnel actions for the unit such as appointment packages, new member personnel in-processing, discharges, promotions, reductions, MOS assignments, and transfers. Completes enlisted efficiency reports. Assists unit leadership and members in the completion and processing of individual enlisted promotion packets. Compiles documents necessary for processing of formal and in-formal line of duty determinations. Maintains military personnel files for all assigned and attached personnel. Reviews and updates military personnel and mobilization records with unit members for daily operations and/or state and federal missions. Maintains required family-care plans. Ensures all pertinent and required data for unit members are current and properly coded into the automated reporting system. Maintains the unit reference library and publications account. Prepares and submits payrolls for inactive and active duty training including uniform allowances, supplemental and incapacitation payrolls. Researches and corrects pay discrepancies. Assists soldiers in gathering and submitting documentation necessary to receive educational and bonus incentives. Initiates requests for discharge and submission of SGLI benefits for deceased soldiers. Counsels soldiers and spouses on retirement options and benefits and processes forms as necessary. Posts publications, maintains files, posts updates, and changes. Functions as the unit file manager. Prepares a variety of reports, or correspondence, pertaining to unit status and operations such as strength reports, unit record of reserve training, replies to inspection reports and inquiries, etc. Receives and distributes incoming mail. Assists, as required, in training administration for the unit. Contacts organizations or individuals to arrange for use of facilities such as, small arms ranges, for training. In the absence of a janitorial staff, works with other assigned full time support personnel to care for, clean, and maintain the National Guard Armory, including lawn care and general user maintenance. Performs other duties as assigned.

Qualifications: GS-6

General Experience:

Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

Specialized Experience:

Must demonstrate nine (9) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements (GS-6)

- Knowledge of military personnel administration and related policies, regulations and procedures.
- Ability to deal with others in a professional matter to gather needed information.
- Skilled in compiling information and preparing reports
- Ability to plan and organize work assignments
- Knowledge of military organizational structures, protocol and similar matters.

Current Unit assignment, MOS/SSI and Military grade must be included on application.

Incomplete application will not be considered for employment.